

## Bid Baku- Website



Project Title	Bid Baku- Website
Project Summary	Create the new U.S. Embassy Baku Community Liaison Office (CLO) website to help United States government employees and their families learn about serving at the U.S. Embassy in Baku.
Country	Azerbaijan
Country/Region of Focus	Azerbaijan

## Project Description

The Community Liaison Office (CLO) is the first place many Foreign Service Officers turn to when they are looking for information about a particular overseas Post. As a VSFS, you will be leading the effort to create the new CLO Baku Sharepoint Website, which will provide incoming officers and their families with all the necessary information to make their move to Baku successful. Your tasks will include: Designing the website and Writing a comprehensive Standard Operating Procedure (SOP) for updating and maintaining the website.

## Required Skills or Interests

Skill(s)
Design thinking
Editing and proofreading
Graphic design
Research
Website design
Writing

## Additional Information

Top candidates will be virtually interviewed and supporting documents, such as work examples, might be requested.

## Language Requirements

*None*